



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: PROPERTY CONTROLLER II

SALARY RANGE:	A: \$3,363 - \$4,208 per month* <i>*The above starting salary applies to those first entering state service. The maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</i>
TENURE/TIME BASE:	Permanent, Full-Time
PROGRAM/DEPARTMENT:	General Services
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES:

Under the direction of the Hospital General Services Administrator II, the Property Controller II is responsible for receipting and distributing inventory and disposition of state property; establishing and maintaining accounts, records of locations of state property, responsible for recording the receipt of new property; releasing state property to authorized units and individuals and informing employees receiving property of their responsibility and liability; preparing and submitting the proper documents to DDS Fiscal Section and Department of General Services (DGS) as outlined in the State Administrative Manual (SAM); reconciliation of monthly balance of equipment with DDS Headquarters Fiscal Section; Issue direction concerning the care and movement of property and receive requests for transfers of location of property; supervising inventories and inspecting property according to SAM and facility inventories and reconcile property records; serve as a member of the Facility Property Survey Board determining condition and recommending proper disposition of property that is surplus, requiring repair, salvage or disposal; maintain inventory supplies of state equipment in Property Warehouse to readily meet the needs of the facility; conduct sales of property being disposed of in accordance with state procedures; procuring State property and commodities; preparing the data to justify placement of additional property, commodities, and other budgets for the equipment budget; working and acting as coordinator in the moving of all property items from one area to another; work in cooperation with all facility personnel and others having interest and responsibility in maintaining property control; develop improvement in system of property accounting procedures in accordance with department directives and state system of property accounting; instruct others in the methods of property accounting; organizing and setting schedules for Automotive Equipment Operator, Laborer and other personnel assigned to property; work on special assignments assigned by facility management; other duties relating to property control and materials management as may be required

WHO IS ELIGIBLE TO APPLY:

Candidates must possess Civil Service Eligibility to apply. Civil Service Eligibility consists of any one of the following: Being a current or former California State Civil Service employee (lateral transfer or reinstatement) or having list eligibility as a result of participating in an examination for the classification and placing in a reachable rank. Per State Personnel Board Rule 250, lateral transfer applicants must meet the Minimum Qualifications as outlined in the Job Specification. The job specification and other related information may be found on the website at www.calhr.ca.gov Please specify the type of eligibility you possess when applying. Applications may be obtained from the Human Resources Office at the Sonoma Developmental Center or downloaded from the above website. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

Sonoma Developmental Center
Human Resources Examination Unit – Room 124
P O Box 1493 (Use when mailing)
15000 Arnold Drive (Use when hand-delivering)
Eldridge, CA 95431

(707) 938-6416 Contact Valerie Dunn for questions specific to duties of the position. Eligibility will be determined by the selection analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.